



# Request For Qualifications For Counseling Services (RFQ HSS 02-03)

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## I. Scope of Work

### A. Purpose

The County of San Bernardino Probation Department also referred to as the "County" is seeking applications from interested and qualified private practice applicants who are **LICENSED** Psychologists, Psychiatrists, Clinical Social Workers or Marriage and Family Therapists and/or Counseling Agencies/Organization who employ these individuals. Applicants will be required to assess and treat a variety of psychological problems exhibited by minors, referred by the Probation Department, and their families. Contracts awarded will be on a fee-for-service basis for a term of twelve (12) months, or for a term to last until June 30, 2003 if the County is not appropriated funds for Fiscal Year 2003/2004 for these services by the State of California under Assembly Bill 1913. Any contracts awarded may be amended, subject to the approval of the amendment by both the County and the Contractor, to extend the contract term for up to two additional twelve (12) month periods.

### B. Definitions

Assembly Bill (AB) 1913 - Funding received pursuant to the Schiff-Cardenas Juvenile Justice Crime Prevention Act to address juvenile crime prevention and intervention needs within the County.

Contractor - An applicant or proposer selected to enter into an agreement with the County to provide services pursuant to this RFQ. The terms Contractor, Vendor and Service Provider are used interchangeably.

Fee for Service - An agreement to pay a specified price for the delivery of specific supplies or services.

Marriage Family and Child Counselor (MFCC) - A licensed individual authorized to employ psychotherapeutic techniques with individuals, couples, families, and groups to improve the clients' interpersonal functions. Effective 07/01/99 license title changed to "Marriage and Family Therapist" (MFT).

Private Practice - A clinical setting other than a government entity, school, college or university, nonprofit and charitable corporation or licensed health facility.

Psychological Evaluation - A system of assessing an individual's development, behavior, intellect, personality, emotional and social functioning. Methods that may be used by the therapist may include but are not limited to interviewing and observing the client and administering mental competence tests.

Psychological Test - A professionally developed instrument used to measure an individual's skills, abilities and thoughts that may help mental health professionals make a more reliable and valid diagnosis.

Request for Qualifications (RFQ) - The document used to solicit and evaluate interested applicants and/or agencies/organizations to determine if they possess the required qualifications and experience to provide specified services. The purpose of this RFQ process is to establish a list of pre-qualified service providers. After eliminating respondents who do not meet the criteria of the RFQ, the County may issue contracts to those certified as qualified.

### **C. Reference Documents**

The Human Services System has copies of the following materials available for review:

- Welfare and Institutions Code Sections 10850 and 827 (Confidentiality).
- Penal Code Sections 11105.3, 11164, et seq.
- Pro Children Act of 1994- Public Law 103-227, Part C
- Equal Employment Opportunity- Executive Orders 11246, 11375, 12138, 12432, 11625
- Non-discrimination- Executive Order 12250
- Civil Rights Act- Titles VI and VII
- Assembly Bill 1913
- California Board of Behavioral Sciences (BBS) Business and Professions Code Chapter 13, Article 1-7, Sections 4980-4998.7

Copies of these materials are available for review by appointment Monday - Thursday, 8:00 a.m. - 4:00 p.m., at:

Human Services System Contract Administration  
150 South Lena Road  
San Bernardino, CA 92415-0515

### **D. Program Description**

The objective of the RFQ for Counseling Services is to contract with licensed and qualified applicants to provide counseling services and develop treatment plans for minors who have exhibited inappropriate and/or unlawful behavior. Counseling services may also be appropriate for their parents and families. Currently, on a referral basis, counseling services are being provided throughout the County of San Bernardino by licensed therapists and are paid by purchase orders.

Applicants must be skilled in one or more of the following areas: administering in-depth psychological tests, performing psychological evaluations and assessments, conducting one-on-one and family therapy sessions and engaging children and adults in innovative counseling techniques. Furthermore, applicants should devise treatment plans that include strengths-based and holistic family-based therapeutic intervention strategies that will improve the emotional and psychosocial well being of the child and family unit and prevent future individual and family crises/abuse. Applicants must have the ability to develop and maintain professional and therapeutic relationships with all County-referred clients.

Applicants who are awarded contracts shall provide a variety of verbal recommendations and reports and routine typewritten reports based on psychological tests, psychological evaluations, bonding assessments and counseling sessions with the client and provide such information to County Probation Officers and the Juvenile Court. These types of reports shall be accomplished without additional charge to the County. As needed, Contractors may be required to write specialized and/or lengthy typewritten reports (four+ pages) to be presented to the Juvenile Court.

Counseling services are needed in all geographical areas in the County; however, special consideration may be given to applicants who propose to provide services in the desert and mountain communities since there is a scarcity of providers in those areas. The chart below illustrates the various regions. **Applicants must indicate on the Qualifications Application the region(s) they propose to serve.**

Region	Representative Cities
West Valley	Rancho Cucamonga, Ontario, Fontana
Central Valley	Rialto, Bloomington, San Bernardino, Colton
East Valley	Highland, Redlands, Yucaipa
Northern Desert	Apple Valley, Barstow, Hesperia, Victorville
Eastern Desert	Joshua Tree, Yucca Valley
Mountain Communities -- West	Crestline, Lake Arrowhead, Running Springs
Mountain Communities -- East	Big Bear

## II. RFQ Submission

### A. Eligible Applicants

Qualifications Applications are invited from interested, qualified private practice licensed psychologists, psychiatrists, clinical social workers, and marriage and family therapists who have a record of providing effective counseling services to minors.

### B. Presentation

One completed original (**marked Original**) of the Qualifications Application, **including Attachments A and B**, and three copies (double-sided), must be submitted in a sealed envelope marked with the Proposer's name and the words "CONFIDENTIAL - Counseling Services RFQ HSS 02-03 - Attn: Toni Hanson."

### C. Minimum RFQ Requirements

All applicants must:

- Have a record of providing effective counseling services to minors for a **minimum of two years**.

- Maintain a current active and valid professional license to render psychological and counseling services within the State of California.
- Have the ability to comply with the RFQ delivery or performance schedule.
- Have the ability to develop and maintain professional relationships with all County-referred clients.
- Have the ability to maintain professional relationships and open communication lines with County Probation Officers and the Juvenile Court.
- Have the ability to appear and testify in court as to the progress the client is making.
- Have the ability to write a variety of reports and recommendations based on progress and assessments with the client and provide such information to the County Probation Officer and/or Juvenile Court.
- Have the ability to maintain adequate files and records, which are subject to confidentiality requirements and meet statistical reporting requirements.
- Have the administrative and fiscal capability to manage the proposed services and to ensure an adequate audit trail.
- Have the ability to maintain a tracking system to ensure that the County is billed appropriately for referred clients.
- Have no record of unsatisfactory performance with previous or current County contracts. Contractors who are or have been seriously deficient in previous or current contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.
- Have the ability to fulfill standard contract requirements, including indemnification and insurance requirements, of the County.

#### **D. Indemnification and Insurance Requirements**

All Applicants must maintain the following Indemnification and Insurance requirements:

##### **1. Indemnification**

The Contractor agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

##### **2. Insurance**

Without in anyway affecting the indemnity herein provided and in addition, thereto, the Contractor shall secure and maintain throughout the contract the following types of insurance with limits as shown:

- a. Workers' Compensation - A program of Workers' Compensation insurance or a state-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all

persons providing services on behalf of the Contractor and all risks to such persons under this Agreement.

If Contractor has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Risk Manager.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

- b. Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- c. Errors and Omission Liability Insurance – Combined single limits of \$1,000,000 for bodily injury and property damage and \$3,000,000 in the aggregate or
- d. Professional Liability – Professional liability insurance with limits of at least \$1,000,000 per claim or occurrence.

3. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

4. Waiver of Subrogation Rights

Contractor shall require the carriers of the above-required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors.

5. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

6. Proof of Coverage

Contractor shall immediately furnish certificates of insurance to the County Department administering the contract evidencing the insurance coverage, including endorsements, above required prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this

Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

7. Insurance Review

The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

**III. Child Abuse Reporting**

- A. Contractor is a mandated reporter under the Child Abuse Reporting Law, Penal Code Section 11164 et seq. Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency or to the appropriate Child Protective Services agency. This responsibility shall include:
1. Assurance that all employees, agents, consultants or volunteers who perform services under this Agreement and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them.
  2. Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency.
  3. Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.
- B. Contractor shall obtain from the Department of Justice (DOJ) records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have supervisory or disciplinary power over a minor, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior

Department of Justice clearance. A copy of an active and valid license issued by the State of California Board of Behavioral Science is sufficient proof of DOJ clearance.

- C. Contractor shall not employ in any capacity, paid or volunteer, any person who has been convicted of any crime of violence or of any sexual crime and shall, upon discovery of such, terminate the employment of said person. Contractor shall investigate all incidents where an applicant, employee, intern or volunteer has been arrested for any crime listed in Penal Code Section 11105.3 and shall take action to either deny employment or terminate where the investigation shows that the underlying conduct associated with the arrest renders the person unsuitable for employment, internship, or volunteer services. Contractor shall immediately notify the County concerning the arrest and/or conviction, for other than minor traffic offenses, of any paid employee, agent consultant, intern or volunteer staff, when such information becomes known to Contractor.

#### **IV. Equal Employment Opportunity/Civil Rights**

##### **A. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Order 11246, as amended by Executive Order 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000), the California Fair Employment and Housing Act, and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, sexual orientation, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from HSS Contract Administration.

##### **B. Civil Rights Compliance**

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with HSS Contract Administration within 30 days of awarding of the contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, HSS will supply a sample of the Plan format. The Contractor will be monitored by the County for compliance with provisions of its Civil Rights Plan.

#### **V. Former County Officials**

Provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent your business. The information provided must include a list of former county administrative officials who terminated county employment within

the last five years and who are now officers, principals, partners, associates or members of the business. Should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this section, "County Administrative Official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

Failure to provide this information may result in the response to the request for qualifications being deemed non-responsive.

## **VI. Inaccuracies or Misrepresentations**

If in the course of the RFQ process or in the administration of a resulting contract, the County determines that the applicant has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the applicant may be terminated from the RFQ process or in the event a contract has been awarded, the contract may be immediately terminated.

In the event of a termination under this provision, the county is entitled to pursue any available legal remedies.

## **VII. Improper Consideration**

Applicant shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this RFQ.

The County, by written notice, may immediately terminate any Agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once an Agreement has been awarded.

Vendor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Vendor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

## **VIII. RFQ Counseling Services Qualifications Application**

An individual authorized to submit the Qualifications Application and supporting documents on behalf of the organization must complete, sign and submit the attached Request for Qualifications (RFQ) Counseling Qualifications Application.



## IX. Submission Deadline

Applications will be accepted continually with contracts awarded on a quarterly basis. Contracts are tentatively scheduled to be presented to, and awarded by, the San Bernardino County Board of Supervisors on the second Tuesday in October for the first quarter and the third Tuesday in December, March and June for the second, third and fourth quarters. In order for your application to be considered for one of these award dates, it must be received in the HSS Contract Administration Office no later than the first Tuesday of the month prior to the award month.

For example: All applicants requesting consideration for a contract award in October must submit an application no later than the first Tuesday in September. Any application received after the first Tuesday in September would not be considered for a contract award in September, but would be considered for a contract award in December.

**It is important to note that if the County is not appropriated funds for Fiscal Year 2003/2004 by the State of California under Assembly Bill 1913 for the services described in this RFQ, the County will not accept applications for the April 1 and July 1, 2003, contract effective dates.**

### APPLICATION SCHEDULE

Application Date	Board of Supervisors Date	Contract Effective Date
1 <sup>st</sup> Tuesday, September 2002	2 <sup>nd</sup> Tuesday, October 2002	October 10, 2002
1 <sup>st</sup> Tuesday, November 2002	3 <sup>rd</sup> Tuesday, December 2002	January 1, 2003
1 <sup>st</sup> Tuesday, February 2003	3 <sup>rd</sup> Tuesday, March 2003	April 1, 2003
1 <sup>st</sup> Tuesday, May 2003	3 <sup>rd</sup> Tuesday, June 2003	July 1, 2003

*Note: The above dates are subject to change if deemed necessary by the County.*

All Qualifications Applications, correspondence or requests for additional information and questions must be submitted to the following address:

County of San Bernardino  
Human Services System Contract Administration  
150 South Lena Road  
San Bernardino, CA 92415-0515  
Attn: Toni Hanson, Contract Specialist

Fax (909) 388-0233  
E-mail [ahanson@hss.sbcounty.gov](mailto:ahanson@hss.sbcounty.gov)  
Phone (909) 388-0276

Facsimile or electronically transmitted Qualifications Applications submitted prior to the above stated deadlines will be accepted. However, a signed original that is an exact duplicate of the faxed Qualifications Application must be received within five (5) County business days after the application deadline.

## **X. RFQ Conditions**

### **A. Contingencies**

1. Funding for this program is contingent on availability of funds. This solicitation does not commit the County to award any contract(s).
2. All costs incurred in the preparation of a submittal to this RFQ are the sole responsibility of the applicant.
3. Travel costs incurred are the responsibility of the Contractor.
4. The County reserves the right to accept or reject any or all Qualifications Applications if it is deemed in the best interest of County to do so. The County will notify all applicants, in writing, if County rejects all Qualifications Applications.

### **B. Level of Service**

The County will make referrals based upon a match between the prospective client and the service provider. The County makes no assurance regarding any minimum or maximum number of contracts to be awarded in this RFQ process. Furthermore, for any contracts awarded as a result of this RFQ, the County **does not** guarantee a minimum number of County-referred clients to be served by the Contractor.

### **C. Acceptance of Qualifications Applications**

All Qualifications Applications and supporting materials submitted become the property of the County.

### **D. Evaluation Process**

All responses to this RFQ will be subject to a standard review process developed by the County. Primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrated performance. Additional factors to be evaluated include, but are not limited to, past experience providing specified services and the ability to provide quality services as outlined in the RFQ for Counseling Services Qualifications Application. Applications will also be reviewed to assure that costs are reasonable and customary.

### **E. Protests**

Proposers may protest the recommended award, provided the protest is in writing, contains the RFQ number, is delivered to the address listed in Section IX of this RFQ, and submitted within ten (10) calendar days of the date on the notification of intent to award.

Grounds for a protest is that the County failed to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. Protests will not be accepted on any other grounds. In event of a protest, all protests will be handled by a panel designated by

the Assistant County Administrator - Human Services System, Carol L. Anselmi, or her successor.

The County will consider only those specific issues addressed in the written protest. A written response will be directed to the protesting Proposer within fourteen (14) calendar days of receipt of the protest, advising of the decision with regard to the protest and the basis for the decision.

**F. Contract Negotiations**

County may require the potential contractors selected to participate in negotiations, and to submit revisions to rates, information and/or other items of their initial submittal as may result from negotiations. The contents of the RFQ and submittals of successful applicants will become contractual obligations, subject to negotiation, and failure to accept these obligations in a contractual agreement may result in cancellation of the award. Standard County contractual requirements, including insurance and indemnification provisions, will apply to all contracts awarded.

**G. Pre-Award On-Site Visits**

Site Visits may be conducted to verify information submitted in the Qualifications Application and to determine if the proposed facilities are appropriate for the proposed services to be provided.

**H. Awarding of Contract**

Any contract(s) awarded will be based on an evaluation of qualifications received and the overall value of proposed services to the County. Contracts awarded will be on a fee-for-service basis for a term of twelve months, or for a term to last until June 30, 2003, if the County is not appropriated funds for Fiscal Year 2003/2004 for these services by the State of California under Assembly Bill 1913. Any contracts awarded may be amended, subject to the approval of the amendment by both the County and the Contractor, to extend the contract term for up to two additional twelve (12) month periods. Any contract(s) resulting from this solicitation will be subject to approval of the San Bernardino County Board of Supervisors.



**REQUEST FOR QUALIFICATION (RFQ)  
COUNSELING SERVICES  
QUALIFICATIONS APPLICATION  
RFQ HSS 02-03**

1. Submitted by (Individual or Legal Name of Agency /Organization):

\_\_\_\_\_

Business Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

3. Type of License: \_\_\_\_\_ License Number: \_\_\_\_\_

4. By submitting the Qualifications Application in response to the RFQ, the agency or organization understands and agrees with the following statements:

- a. Funding for this program is contingent on the availability of funds.
- b. All costs for developing and completing the Qualifications Application and supporting documents are the responsibility of the agency or organization and will not be chargeable to the County of San Bernardino.
- c. The Qualifications Application and supporting documents submitted become the property of the County.
- d. It is understood that the RFQ, Qualifications Application and any and all supporting documents are open to public inspection under provisions of law.

5. The undersigned affirms all statements made in this application are true and complete to the best of his/her knowledge.

6. I hereby affirm I am duly authorized by the governing body to legally bind the agency or organization to the terms and conditions specified herein.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency/Organization Name)

\_\_\_\_\_  
Date

Applicant: \_\_\_\_\_

**PLEASE ANSWER ALL QUESTIONS**

1. How many years has the applicant or agency/organization been providing counseling services to children and families? \_\_\_\_\_

2. Does the applicant or agency/organization have experience working with delinquent or pre-delinquent children/clients? ☐ yes ☐ no

If yes, please provide experience working with delinquent or pre-delinquent children. (Attach separate sheet if needed).

3. Does the applicant, agency or organization have any experience providing counseling services to clients referred by the County's Probation Department or other County departments? ☐ yes ☐ no

If yes, please describe experience providing counseling services to clients referred by County of San Bernardino Probation Department or other county departments. (Attach separate sheet if needed).

4. What are your areas of expertise?

5. Please list any job-related memberships in professional associations, organizations or societies.

Applicant: \_\_\_\_\_

6. Please indicate office hours/availability on the chart below.

Weekday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Office Hours							

7. Please indicate the region(s) that the agency proposes to serve.

Region	Representative Cities	Region Served?	
West Valley	Rancho Cucamonga, Ontario, Fontana	<input type="checkbox"/> yes	<input type="checkbox"/> no
Central Valley	Rialto, Bloomington, San Bernardino, Colton	<input type="checkbox"/> yes	<input type="checkbox"/> no
East Valley	Highland, Redlands, Yucaipa	<input type="checkbox"/> yes	<input type="checkbox"/> no
Northern Desert	Apple Valley, Barstow, Hesperia, Victorville	<input type="checkbox"/> yes	<input type="checkbox"/> no
Eastern Desert	Joshua Tree, Yucca Valley	<input type="checkbox"/> yes	<input type="checkbox"/> no
Mountains-West	Crestline, Lake Arrowhead, Running Springs	<input type="checkbox"/> yes	<input type="checkbox"/> no
Mountains-East	Big Bear	<input type="checkbox"/> yes	<input type="checkbox"/> no

8. Is the applicant or agency or organization currently involved in any litigation in connection with any other type of counseling services contract(s)? ☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

9. Has the applicant or agency or organization had a contract terminated prior to its original termination date during the last five years?

☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

10. Is the applicant or agency or organization currently delinquent in paying its State/Federal payroll taxes?

☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

11. Has the applicant or agency/organization ever been disciplined by the Board of Behavioral Sciences or any other licensing Board for any reason? ☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

12. Attach resume(s) or curriculum vitae(s) and license information for all individuals who will be contracted to provide counseling services.

Applicant: \_\_\_\_\_

**ATTACHMENT A - Synopsis of Services**

**Please provide a narrative of your plan for delivery of services to clients referred by the County's Probation Department.**

**ATTACHMENT A - Synopsis of Services (continued)**

**List the types of counseling techniques and psychological testing assessment instruments that will be utilized.**

**Describe your office facilities and counseling areas/rooms.**



Applicant: \_\_\_\_\_

**ATTACHMENT B**  
**Fee Schedule for Counseling Services**

<b>Type of Service</b>	<b>Reasonable and Customary Fee</b>
Individual Therapy Session (hourly rate)	
Group Therapy Session (hourly rate/per client) Indicate maximum size of group _____	
Psychological Testing (hourly rate)	
Psychological Evaluation (hourly rate)	
Bonding/Attachment Assessment (hourly rate)	
Testifying-Court Services (hourly rate)	
Specialized Report Writing (hourly rate)	

**Note: Travel costs incurred are the responsibility of the Contractor.**

**In the space(s) below, please indicate reasonable and customary hourly fees for services not listed above that the applicant or agency/organization proposes to provide.**

<b>Type of Service</b>	<b>Reasonable and Customary Fee</b>

Comments: